

MADERA COUNTY

PERMIT TECHNICIAN

DEFINITION

Under general supervision, to assist the public in acquiring various permits; to perform preliminary reviews of building plans schematics or other support documents; to provide information concerning County policy and procedures and to do other related work as required.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Answers questions from the public on all aspects of plan check and permit approval processes and procedures, both by telephone and in person; provides clerical and customer support services to a division of the Resource Management Agency; receives, processes and responds to public service requests; opens, maintains and closes manual and automated files; researches historical and current permit activity and/or property history; coordinates activities of County, State and Federal agencies and provides information to facilitate permit issuance; provides information on County policies and permit procedures to County staff and the public; maintains logs and prepares statistical reports, forms, notices and letters; receives and responds to public inquiries concerning potential Code violations on residential, commercial and industrial property; receive and review plans and blueprints for compliance with established requirements; distribute plans for review by professional staff; track plans during review and routing processes and provide information to the public as to the status; review plan check comments for consistency and resolve inconsistencies with professional staff; calculate and collect applicable fees; issue permits on approved projects; calculate square footage to determine values and assess fees; verify materials compliance with approved testing agencies; communicate with various licensing agencies and insurance vendors to validate information; and contribute to the development and implementation of department/division practices and procedures.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Pertinent Federal, State and local laws, codes, ordinances, and regulations related to building construction.

Plan check and permit processes and procedures.

Basic mathematics.

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Knowledge of:

Drafting nomenclature, symbols and conventions.
Building plans and specifications.
Manual and automated filing systems.
Project tracking methodologies.
Permit application procedures and review processes.

Skill to:

Operate computer equipment utilizing a variety of software.

Ability to:

Learn the policies, procedures, and functions of a division of the Madera County Resource Management Agency.
Learn to read, interpret, and apply a wide variety of technical information from manuals, drawings, specifications, layouts, blueprints and schematics.
Provide interpretation and explanation to the public of the practices and procedures related to the permit process.
Review permit application for completeness and conformity with requisite ordinances.
Assist with the preparation of various studies and reports.
Maintain a variety of records and files.
Make arithmetical calculations quickly and accurately.
Maintain accurate records.
Explain building codes, ordinances, and permit requirements to contractors, developers, and the general public.
Tactfully and courteously represent the Resource Management Agency in contacts with the public.
Communicate clearly and concisely, both orally and in writing.
Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Three years of progressively responsible experience performing support services in public agency code enforcement.

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Training:

Equivalent to the completion of the twelfth grade.

License or Certificate:

Certain assignments may require ICBO certification as a Permit Technician within one year from date of appointment.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment.

Date: January, 2006